

4 June 1980

MEMORANDUM FOR THE RECORD

FROM :

OPPPM/PMES

SUBJECT: Annual Personnel Plan and Report Support

1. A meeting to discuss APP support was held 22 May 1980 with representatives from ODP, HRPI, and PMES. The meeting was held at the request of PMES. In attendance

STAT

2. It was agreed that changeover to the new separate Annual Personnel Plan and Annual Personnel Report system would proceed in two stages.

a. Stage I (FY 81 Plan--July 1980, and FY 80 Report--October 1980) will be carried out by PMES primarily with support of HRPI and IAB with IAB assisting PMES in getting support from ODP in formatting existing and ad hoc runs. HRPI would assist Career Services in the projections and would assist PMES with refining some of the definitions.

b. Stage II will require the assistance of ODP in preparing a file for the Plan and the Report, IAB and ODP will incorporate some of IAB's ad hoc software from support of Stage I into regular runs, and some additional programming support will be provided in adding certain calculations to the Plan and Report packages.

3. PMES will contact ODP for support for Stage II of the Plan approximately September 1980 for the FY 82 Plan scheduled for July 1981, and will contact ODP approximately December 1980 for support for the FY 81 Report scheduled for October 1981. This timing is established to ensure feedback from user components based on experience during Stage I.

4. Successful implementation of Stage I is highly dependent on HPRI and IAB's being able to exercise high priority for support of both the Plan and the Report.

STAT